

2009-2010 NCLBA Instructional Paraprofessional Survey

Instructions

Who should complete the survey?

The supervisory union can complete the survey for each Title I school or the supervisory union can ask the principal of each Title I school to complete the survey and return it to the supervisory union. If you send the survey(s) to your principal(s), please include photocopies of the Instructions and Definitions for the 2009-2010 NCLBA Instructional Paraprofessional Survey and the Highly Qualified Paraprofessional Requirements & Frequently Asked Questions documents. Request that the completed survey(s) be returned to you.

What is the purpose of this survey?

The Vermont Department of Education is required to annually report to the U.S. Department of Education the percentage of instructional paraprofessionals working in Title I, Part A programs who meet highly qualified paraprofessional (HQP) requirements. This information is reported at the state-level only.

Who should be reported?

Refer to the Definitions sheet for the federal definition of Title I instructional paraprofessional.

Report all Title I instructional paraprofessionals **currently** employed in each school. Do not report positions that are vacant at the time you complete the survey. In addition:

- **There is no “grace period” for any Title I instructional paraprofessional to meet HQP requirements.** This includes special education instructional paraprofessionals and substitute instructional paraprofessionals. All Title I instructional paraprofessionals must be highly qualified at the time of hire.
- **There are no exemptions for “substitute” or “temporary” Title I instructional paraprofessionals.** If a paraprofessional is in a Title I funded instructional paraprofessional position, that paraprofessional should meet the requirements for HQP regardless of the length or permanence of employment. These individuals should be included on the survey if they are currently employed.

Title I instructional paraprofessionals who should be reported include:

- All Title I instructional paraprofessionals **regardless of the age or grade level of the students being served.** This includes:
 - ALL instructional paraprofessionals in schoolwide Title I programs.
 - ALL instructional paraprofessionals funded in whole or in part with Title I money in targeted-assisted Title I schools.

Note: CFP, or Consolidated Federal Program, is the consolidated application and funding process for Titles I, IIA, IID, IV and V funds. Title I funds are a component of the CFP process. **“CFP” is not synonymous with “Title I.”** Therefore, an instructional paraprofessional paid through CFP funds is not necessarily a Title I instructional paraprofessional. In order to complete this survey, you will need to know which of your instructional paraprofessionals are paid with targeted assistance Title I funds and/or which of your schools receive schoolwide Title I funds.

- **Special Education instructional paraprofessionals must be included if they are funded with Title I money.** This includes instructional paraprofessionals fully or partially funded with either targeted assistance or schoolwide funds.
- Title I paraprofessionals who have both instructional and non-instructional duties must be reported as Title I instructional paraprofessionals.

- Paraprofessionals who are currently employed at more than one school as a Title I instructional paraprofessional should be reported on each school's survey.
 - Instructional paraprofessionals who are employed by the supervisory union and meet the definition of Title I instructional paraprofessional should be included on the survey(s) of the school(s) where the paraprofessionals perform Title I instructional duties. You will also need to report any Title I instructional paraprofessionals who are not working in Title I schools. Examples include Title I instructional paraprofessionals who:
 - work for a EEE program in a schoolwide Title I situation.
 - are employed off-site, such as a paraprofessional who provides services to eligible private school students.
- Please contact Lucinda Morabito at (802) 828-1455 or at lucinda.morabito@state.vt.us for more information about how to report Title I instructional paraprofessionals in these situations.
- Title I instructional paraprofessionals working solely as translators or who only conduct parental involvement activities should be reported. They must have a high school diploma or its equivalent, but they do not have to meet the additional requirements.

Examples:

- A Title I funded special education paraprofessional whose primary duty is assisting a student with personal care but who also helps with the student's academic needs is considered to be an instructional paraprofessional and should be reported on the survey.
- A Title I funded paraprofessional who serves as a translator or who conducts parental involvement activities (such as a home school liaison) *is* considered to be a Title I instructional paraprofessional and should be reported on the survey. However, in these instances only, the paraprofessional only needs a high school diploma or the equivalent to be considered HQP.

Who should NOT be reported?

- Title I instructional paraprofessionals who have been or will be employed during the 2009-2010 school year but who are **not** currently employed.
- Instructional paraprofessionals providing services in targeted-assisted Title I schools who ARE NOT funded in whole or in part with Title I money.
- Title I paraprofessionals whose entire duties are non-instructional, such as a cafeteria assistant.

Examples:

- A special education paraprofessional who only assists a student with personal care is not considered to be an instructional paraprofessional.
- A Title I instructional paraprofessional resigned from her position as of 12/1/09 and the position has not yet been filled. Do not report this position.

How do I determine HQP status?

Refer to the Definitions sheet and the Highly Qualified Paraprofessional Requirements & Frequently Asked Questions document for information about HQP requirements.

Although Local Education Agencies (LEAs) may choose to have higher standards than the federal requirements or choose to require that all paraprofessionals meet the HQP requirements, only report the HQP status of paraprofessionals who meet the definitions of Title I instructional paraprofessional and Highly Qualified Paraprofessional.

How do I calculate the number of paraprofessionals?

For this survey, **report the number of Title I instructional paraprofessionals employed at the time the survey is completed. Do not use FTE or fractions to report your paraprofessionals** – we cannot calculate the required federal data with this information.

Examples:

- A 0.5 FTE (half-time) Title I instructional paraprofessional should be reported as 1 paraprofessional.
- A 0.75 FTE Title I instructional paraprofessional should be reported as 1 paraprofessional.
- A Title I instructional paraprofessional who works one day a week should be reported as 1 paraprofessional.
- A Title I instructional paraprofessional who works at three Title I schools should be reported once at each school.

How should the boxes on the survey be completed?

Example 1: No Title I instructional paraprofessionals are employed at the school. The survey should still be completed, signed by an authorized administrator, and returned to the Department of Education by the supervisory union.

SECTION I. Please provide the following information.

Total number (not FTE) of Title I instructional paraprofessionals:

0

Number of the above total who **MEET** highly qualified paraprofessional requirements:

0

Number of the above total who **DO NOT MEET** highly qualified paraprofessional requirements:

0

Example 2: One half-time Title I instructional paraprofessional is employed at the school, and that paraprofessional is HQP.

SECTION I. Please provide the following information.

Total number (not FTE) of Title I instructional paraprofessionals:

1

Number of the above total who **MEET** highly qualified paraprofessional requirements:

1

Number of the above total who **DO NOT MEET** highly qualified paraprofessional requirements:

0

What if a Title I school does not employ any instructional paraprofessionals?

The survey should still be signed by an authorized administrator and returned to the Department of Education. Enter zeroes in each of the boxes in Section I of the survey. (See Example 1 above.)

What if I have a Title I school that I didn't get a survey for?

Based on all information available, we tried to send the supervisory union surveys for each of its schools that currently receive Title I funds. However, if we overlooked a Title I school, contact Lucinda Morabito at (802) 828-1455 or at lucinda.morabito@state.vt.us for an additional survey or copy one of the other surveys, cross out the printed school name, and write the overlooked school's name at the top of the survey.

What if I receive a survey for a school that does not receive Title I funds?

Please indicate on the survey form that this school is **not** a Title I school. The survey should still be signed by an authorized administrator and returned to the Department of Education by the supervisory union.

Who should sign the survey?

The school's principal, the supervisory union's superintendent, or the administrator authorized by the superintendent (e.g., Curriculum Coordinator or Director of Student Support Services) should sign each survey.

Who should return the survey?

If schools are completing the surveys, the schools should return the completed forms to their supervisory union. The supervisory union should send all surveys together to the Department of Education by **May 25, 2010**.

Surveys can be mailed to: Vermont Department of Education
ATTN: Lucinda Morabito
120 State Street
Montpelier, VT 05620-2501

Or faxed to: (802) 828-5107, ATTN: Lucinda Morabito

If you would like a confirmation that your surveys are received, please email Lucinda Morabito at lucinda.morabito@state.vt.us when you fax or mail your surveys.

Who should you contact with questions?

Please contact Lucinda Morabito at (802) 828-1455 or at lucinda.morabito@state.vt.us if you have any questions.